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### **EMPLOYMENT OPPORTUNITY**

POSITION: **Administrative Assistant**  
SUPERVISOR: Education Manager  
WAGE: \$20-24 hourly depending on experience and education  
STATUS: Full-Time Position (72hr pay period) in Atlin, BC  
CLOSING DATE: Until filled

### **POSITION SUMMARY**

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Learning Centre (TFLC). Reporting to the Education Manager, the Administrative Assistant is responsible to provide a full back-office support to the Learning Centre Manager and Early Childhood Educators.

### **DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES**

- Manage meetings agendas, minutes, and follow-up.
- Manage budget preparation, variances, and reconciliation.
- Research funding alternatives and apply for funding.
- Ensure compliance with regulations of Child-Care regulators, Revenue Canada, BC Ministry of Finance, funding agencies.
- Ensure TRTFN & TFLC policies and procedures kept current and complied with.
- Maintain strict confidentiality as required by the TRTFN & TFLC policies.
- Demonstrate teamwork, effective planning, organizing, and administrative skills.

### **EDUCATION, SKILLS AND EXPERIENCE**

- Knowledge of Early Childhood
- Completion of Grade 12 with completion of an Administrative course (clerical) and word processing. Typing 40 WPM -5% error rate and experience working with First Nations

### **CONDITIONS OF EMPLOYMENT**

- 1- Valid Driving license class 5
- 2- Criminal record and Vulnerable Sector Check
- 3- Proof of full COVID vaccination

### **APPLICATION PROCESS**

To submit a resume contact: Admin Assistant at (250)651-7900, Email: [admin.reception@gov.trtfn.com](mailto:admin.reception@gov.trtfn.com)

An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition.

**Preference will be given to TRTFN citizens**

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